

my Big Campus

My Big Campus

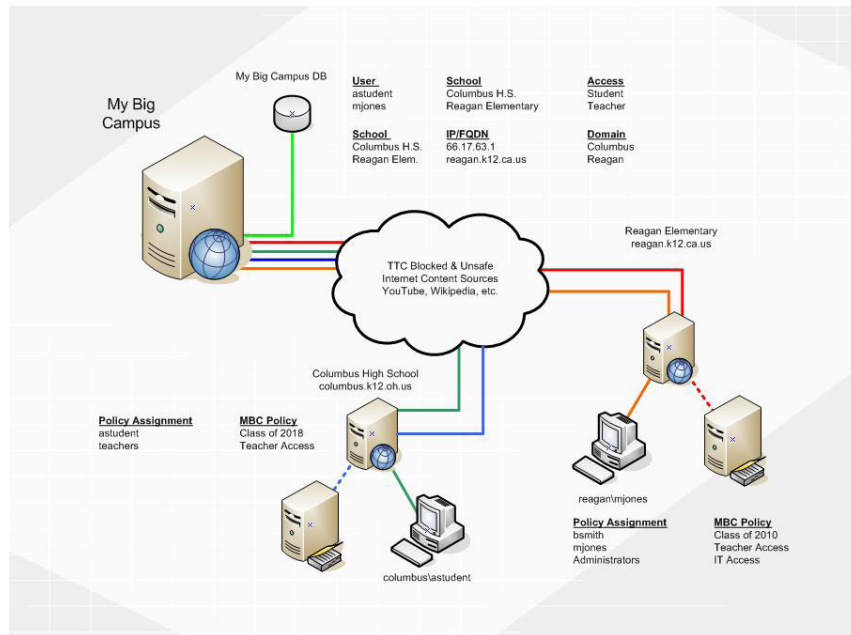
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My Big Campus Overview

What is My Big Campus?

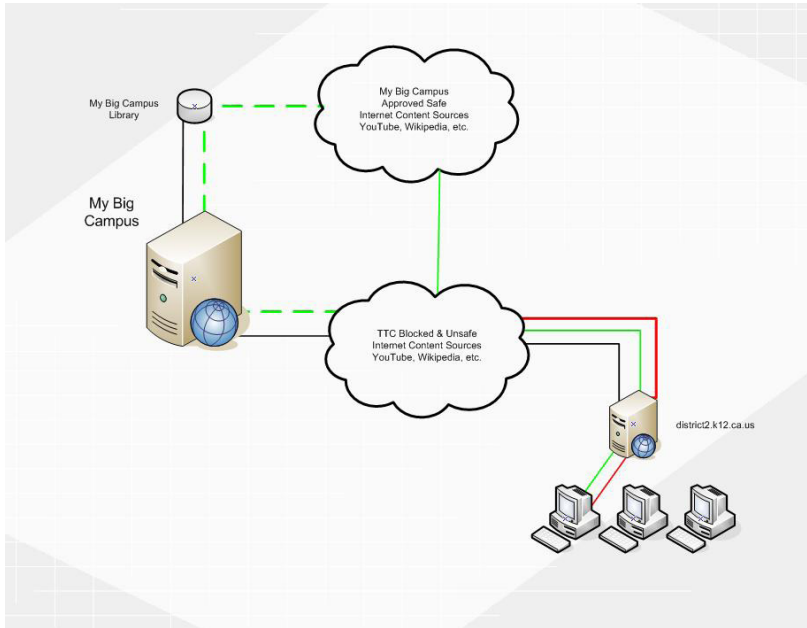
My Big Campus is a collaboration system within TTC where users (teachers, curriculum specialists) can find, submit and publish educational content from various sources and make it available to students within a controlled, monitored and secure social-networking environment. The system consists of the Lightspeed Systems-hosted My Big Campus collaboration site for content control, and the Total Traffic Control Web Access Manager and policy system combined with your authentication source for access control and content access.

How does the My Big Campus work?



My Big Campus acts as a resource library and the social-networking site for collaboration. As your teachers and students login to the site, MBC checks with your Total Traffic Control Server and directory server to verify their credentials and MBC access rights. Once that is complete, they can access the site and Web 2.0 features. Without a login, they can access content but no Web 2.0 features.

Making Blocked Sites Available



The My Big Campus Resource Library works in conjunction with your Total Traffic Control Server's content filter to make educational content from sites like YouTube available to your users. When your users click on a link from the Resource Library, your Total Traffic Control server requests that link data from My Big Campus. That data is temporarily added to your Content Database and then the Content Filter redirects your user to the URL where the content resides.

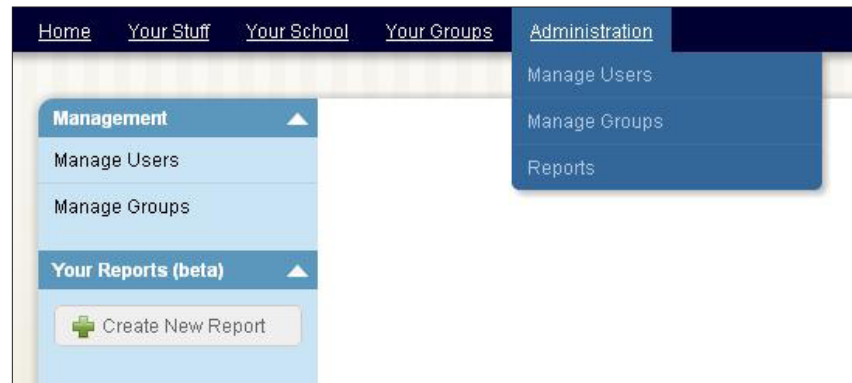
Content in the Resource Library is collaborative and added/policed by the community and My Big Campus administrators. Rights to add to the Resource Library are controlled by policy. Content from any web site not within the Adult and Security categories can be added to the Resource Library. My Big Campus does not store content; it only stores the links to where the content resides on the Internet.

My Big Campus Administration

My Big Campus offers two distinct tiers of administration: School Admin and District Admin. Here are the differences:

- School Admins can manage users, groups and reports within their school.
- District Admins can do everything a School Admin can as well as manage (add, change, delete) schools within their districts.

School Administration















If your account has School Administrator privileges, you get this version of the Administration menu.

Manage Users

Manage Users

Search for user: or [view all users](#)

Name	Screen Name	Username	Email	School	
Mike Bigcampus	MikeBigcampus	teacher1		TTC University	  
Training Eight	Trainee8	training8	training8@eratefirewall.com	TTC University	  
Training Five	Training5	training5	training5@eratefirewall.com	TTC University	  
Training Four	Trainee4	training4	training4@eratefirewall.com	TTC University	  

By default, Manage Users displays a list of users sorted in alphabetic order by last name.

- **Search for user:** If you know the name of a user, you can specify first, last, screen name or email address and search for their account.
- **Name:** If you click on the name link, My Big Campus takes you to the user’s profile
- **Tasks Icons**
 - **Edit:** Click on the pencil and paper icon to edit the user’s account.
 - **Report:** Click on the bar graph icon to get a reports on everything the user has done in the past month.
 - **Disable:** Click the red circle and slash icon to disable the user’s access to My Big Campus.
 - **Delete:** Click on the red X icon to delete the user’s account.

Edit Profile

The screenshot shows the 'Edit Profile' form with the following details:

- First name:** Mike
- Last name:** Bigcampus
- Email:** (empty field)
- School:** TTC University
- User type:** Teacher (with a dropdown menu open showing options: Teacher, Select user type..., Student, Principal, IT)
- Buttons:** Cancel and Save

- **User Type:** When a user creates their account, My Big Campus assumes they are a Student. Select the appropriate type for your user.
 - **Student:** Has basic access to My Big Campus. Cannot create groups, cannot add content.
 - **Teacher:** Can do everything a student can do plus create groups and add content; Has access to Teachers Lounge
 - **Principal:** Can do everything a Teacher can do plus manage school events and announcements; Has access to Principals Lounge.
 - **IT:** Can do everything and has access to all lounges and IT Lounge.

Manage Groups

The screenshot shows the 'Manage Groups' interface with the following table:

Name	School	Members			
Professional Development	TTC University	1	Show	Edit	Delete

Buttons: [Add New Group](#)

Admins can add, change and delete groups.

- **Show:** This link takes you to the Group's Home Page.
- **Edit:** This link takes you to an editor to modify the details about the group.
- **Delete:** This link deletes the selected group.

District Administration



This is the extended menu for a District Admin.

Manage Schools

Manage Schools [+ Add new school](#)

Name	Address	District	Admins	Users	Shared With		
My Big Campus	1 Campus Way Bakersfield, CA 93301 USA	My Big Campus District		12	Everyone	Show	Edit
My Big Campus Sample School	1800 19th St. Bakersfield, CA 93301 USA	My Big Campus District	Wes Weatherston Melissa Price	34	Everyone	Show	Edit

Manage Schools displays a list of schools you can manage.

- **Show:** This link takes you to the schools home page.
- **Edit:** This links allows you to modify the school's details.

Edit School

Edit School

School Information

Name
My Big Campus

Description (this will display on the school's profile)

Address1
1 Campus Way

Address2

This is where you set up details about your school and add any additional schools.

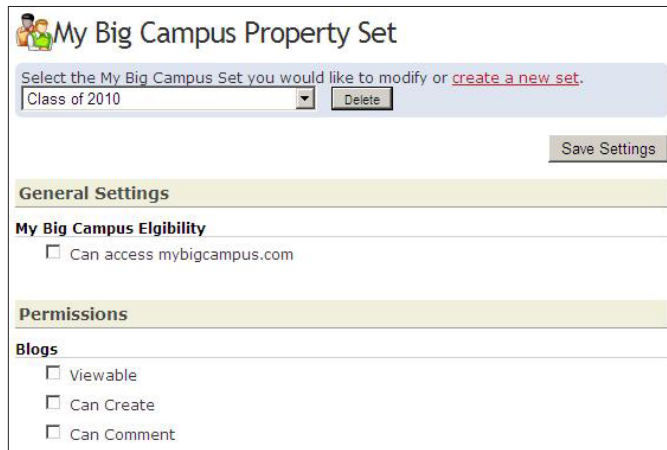
Manage District

Manage District					
Name	Address	Schools	District Admins	Total Users	
My Big Campus District		My Big Campus (12 Users) My Big Campus Sample School (34 Users) TTC University (14 Users) Wetumpka Office (1 Users) My Big Campus District (0 Users)	jim pappe Justin Wasden Phil Scrivano	61	Show Edit

- **Show:** This link takes you to the district home page.
- **Edit:** This link allows you to modify the district's details.

My Big Campus Property Set Overview

Navigate to Policies > Property Sets > My Big Campus Sets



My Big Campus Property Set

Select the My Big Campus Set you would like to modify or [create a new set.](#)

Class of 2010

General Settings

My Big Campus Eligibility

Can access mybigcampus.com

Permissions

Blogs

Viewable

Can Create

Can Comment

General Settings

Anyone can access My Big Campus to view content without a login. This is where you define whether the user will have access to the My Big Campus social networking tools.

My Big Campus Eligibility

- **Can access mybigcampus.com:** Selecting this option gives the user access to use the My Big Campus social networking tools

Permissions

This is where you define what access your users have on My Big Campus.

Blogs

- **Viewable:** Selecting this option allows the user's blog to be seen by other My Big Campus members
- **Can Create:** Selecting this option allows the user to create new blogs
- **Can Comment:** Selecting this option allows the user to comment on other My Big Campus member's blogs

Discussions
<input type="checkbox"/> Viewable
<input type="checkbox"/> Can Create
<input type="checkbox"/> Can Comment
Wallposts
<input type="checkbox"/> Viewable
<input type="checkbox"/> Can Create
<input type="checkbox"/> Can Comment
Events
<input type="checkbox"/> Viewable
<input type="checkbox"/> Can Create
<input type="checkbox"/> Can Comment

Discussions

- **Viewable:** Selecting this option allows the user's contributions to discussions to be seen by other My Big Campus members
- **Can Create:** Selecting this option allows the user to create new discussions
- **Can Comment:** Selecting this option allows the user to comment on other My Big Campus member's discussions

Wall Posts

- **Viewable:** Selecting this option allows the user's wall posts to be seen by other My Big Campus members
- **Can Create:** Selecting this option allows the user to create new wall posts
- **Can Comment:** Selecting this option allows the user to comment on other My Big Campus member's wall posts

Events

- **Viewable:** Selecting this option allows the user's events to be seen by other My Big Campus members
- **Can Create:** Selecting this option allows the user to create new events
- **Can Comment:** Selecting this option allows the user to comment on other My Big Campus member's events

Messaging

Messaging
<input type="checkbox"/> Enabled
Resource Library
<input type="checkbox"/> Can add items
Sharing
<input type="radio"/> Closed (Users can only see content for their school)
<input checked="" type="radio"/> Open (Users can see content from any school)
<input type="button" value="Save Settings"/>

- **Enabled:** Selecting this option allows the user to send and receive messages within My Big Campus email system

Resource Library

- **Can add items:** Selecting this option allows the user to add content to the My Big Campus resource library

Sharing

- **Closed:** Selecting this option limits the user to seeing content from their own school
- **Open:** Selecting this option allows the user to see all content from the entire My Big Campus Resource Library.
- **Save Settings:** Save any previously unsaved changes.

My Big Campus Hands on Labs

Lab #1 – School Administrative Tasks

Objective: To familiarize you with the My Big Campus, login procedures, user and group management, and reports

Methodology:

1. Login to My Big Campus
2. Send a message
3. Review User Management
4. Create and assign a Group
5. Search for your message using Reports

Step by Step Instructions

1. Open a browser and navigate to <http://www.mybigcampus.com>
2. Click the Login link, enter your Training credentials and select TTC University for Your School. Click Let me in.
3. Select Your Stuff and then Messages. Send a message to yourself or a training partner. Include a bad word or one you can remember. We'll search for that word in a few minutes in reports.
4. Navigate the system links and review the Administration tab.
5. Select Manage Users. Find your Training account and click the edit icon. Review what you can do with the User Type.
6. From the Administration Tab, select Manage Groups. Create a group and make your account the owner. Save. Click on Your Groups and select your group and review it. Then review the IT Lounge Group.
7. From the Administration Tab select Reports. Select Create New Report. In the Containing field, type the word that you sent in your message earlier. Click Search. (Indexing within the My Big Campus database may a few minutes to become searchable by reports.) When you get the results, review it, and then save your search criteria. Give the report a name, and then click Save Report. Click the Your Reports link and find your newly saved report.
8. When you're satisfied, ask the Trainer to upgrade your access to District Admin.

Lab #2 – District Administrative Tasks

Objective: To familiarize you with the My Big Campus district admin task of editing/creating a school and modifying district info

Methodology:

1. Login to My Big Campus
2. Edit your school
3. Edit your district

Step-by-Step Instructions

1. Open a browser and navigate to <http://www.mybigcampus.com>
2. Click the Administration Tab, and select Manage Schools. Find your school and click Edit. Review the information needed to create a school. Click Cancel.
3. Click the Administration Tab, and select Manage District. Select your district school and click Edit. Review the information for your district. Click Cancel.

Lab #3 – Disabling a User Account

Objective: To familiarize you with how to disable access for a user on My Big Campus

Methodology:

1. Login to My Big Campus
2. Navigate to Manage Users
3. Search for your teacher account
4. Disable the account

Step-by-Step Instructions

1. Open a browser and navigate to <http://www.mybigcampus.com>
2. Click the Login link, enter your Training credentials and select TTC University for Your School. Click Let me in.
3. Navigate to the Administration tab. Select Manage Users. Find your Teacher account and click the disable icon. Verify the action.
4. Log off and then login with your Teacher account. What happens?

